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Weekly Report for Week Ending 19 August 1959
from
Forms Management Branch

1. Contributions**a. Tangible**

- (1) Completed 29 actions requiring the printing of 206,125 copies or sets of blank forms.
- ✓(2) Nine new and 5 revised forms were approved.

b. Intangible

25X1

- (1) Evaluated 3 employee suggestions pertaining to Information Reports. Disapproved 2 and referred the other to RC/RQM/DD/P.

2. Assignments**a. Active**

- ✓(1) Twelve new and 12 revised forms.

- (2) Telegram Dissemination Information Report 25X1
Agreements have been concluded among the FI Staff/DD/P, Cable Secretary, Signal Center, Army Staff Communication and Forms Management concerning revision of the present system of handling "HOT" CS Information Reports. A new and improved "Telegram type" system will be installed as soon as printed forms are available. The new system will speed the flow of vital information and reduce sharply the time spent in writing and disseminating reports. / Less rewriting and handling by Area Division personnel will be needed. The format of the report form has been drastically revised to reflect all essential elements of the USIB "Common Information Report Format."

- (3) Revision of Dispatch Forms 25X1

- (4) Improved Management of Stocked Forms

- (5) Uniform Information Report 25X1

- (6) New Building Project

- (7) Expediting Printing of Information Reports 25X1

- (8) Improvement in Quality of Information Reports Production

- (9) Proposed Revision of Security Officer Check List 25X1

b. Inactive

- (1) Elimination of Transmitted Disparities for Personnel Type Data 25X1

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3. News

Form 73, "Request for Internal Training" was returned from O & M (DD/S) with no changes. OTR is preparing an article for the OTR Bulletin on this form.

25X1

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Weekly Report for Week Ending 19 August 1959
from
Records Disposition Branch

1. Contributions

None

2. Assignments

25X1

a. Shelf Filing []

OCR/IR/FE/NEA

✓ Carpenters have completed securing the area. Electricians have installed lights. Factory will ship shelving Friday, August 21, 1959.

✓ OTR/Assessment and Evaluation Staff

✓ OTR/Operations School/Headquarters Training

The Budget Office, O/L, refused to sign cost authority on requisitions for these Staffs.

X FE/DDP

X SR/DDP

X Watch Office R

These meetings have been scheduled for Thursday to discuss filing equipment needs on which these offices requested our assistance.

Reference - 1504 cubs - X } ARB

*Y. J. Able
F. L. Olenic*

25X1

✓ OO Contact Division []

✓ Office of Security/Building 13

✓ OP/Records and Services/Test Installation

No change.

b. Records Schedules

25X1

[]
A records schedule is being developed.

✓ OSI

A revised records control schedule has been submitted by the ARB for review and approval.

25X1

✓ Executive Registry []

✓ New Building Site []

25X1

✓ FI/DDP []

No change

c. Records Systems

Refresher Training Workshops in Filing []

25X1

Prepared detailed outline and schedule for DDS Workshop, obtained approval of Chief, Records Management Staff, and submitted to OTR/CT for review. Reviewed previously used slides with OTR/Visual Aids and requested certain improvements. Discussed new slides need with OL/Graphics and arranged for their preparation.

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25X1

Medical Staff

✓ An additional foot of inactive material was disposed of. Continuation of the screening and revamping is temporarily delayed.

✓ Installation of File in Clerical Recruitment Branch/OP

25X1

Prepared with ARO/OP a proposed filing plan and submitted it to Chief/CRB for review. Completed preliminary screening and cleanup of records in CRB and ARO/OP, who is assisting actively in this installation.

d. Special Projects

Removal of Records by Separated Employees

25X1

A meeting was held with a representative from General Counsel. Memo to the DD/S is being drafted.

✓ Survey of Unused Safes

25X1

Findings on forms violations uncovered during the survey were given to the Forms Management Branch. Final report on the survey and our recommendations are being typed.

Revision of Notices on Filing Equipment and Supplies

25X1

Booklet on Records Center and Revised Form 490

25X1

No change from previous report.

Training in Subject Numeric Filing

25X1

✓ Received and filled telephone request from RMO/DDP, for 15 copies of Handbook for Subject Filing and of a sterilized version of "How to Install the Agency Subject Numeric Filing System" for distribution to DDP Records Management Officers on 19 August. Prepared briefing materials for Chief, Records Management Staff to use at meeting showing status of Subject Numeric Filing in CIA, Federal Government Agencies, and private industry. Reviewed with Chief, Records Management Staff slides and other training aids used in filing training.

25X1

e. Inactive Special Projects

File Cleanup Campaign

Sorting Equipment Booklet

Revision of Records Management Program Guide

Emergency Filing Equipment Needs

Analyst Files Project

25X1

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25X1 3. Vital Materials [redacted]

25X1 [redacted] attended a briefing conducted for OCR employees who will participate in the Operation Alert.

25X1 [redacted] visited the repository during the week.

Microfilming of Vital Materials

OCR/GR continues

Logistics Office - filming of security liaison clearances has begun.

4. News

25X1 [redacted] arranged for and attended a meeting with EDP Staff and members of the Program Staff in Civil Service Commission and also attended a meeting with EDP Staff and Mr. Brown, General Accounting Office.

25X1

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